

<b>ECEAP STEERING COMMITTEE</b> <b>MEETING MINUTES</b>		<b>August 25, 2008</b> <b>10:00 AM</b>
<b>TOPIC</b>	<b>OUTCOME/DECISION</b>	<b>ASSIGNMENTS</b>
Directors' Meeting	This ECEAP Directors Meeting will occur October 3, 9:00-3:00, in Yakima. Committee members reviewed the list of potential topics. Sandy Nelson suggested adding a time for topics generated by the group, similar to the brainstormed topics at Head Start Directors meetings.	Joyce will include time for director-generated topics in the agenda.
ECEAP Training	Committee members reviewed the ECEAP training plan for this year. There may be health, family support, and education cluster meetings that are not yet on this plan. DEL will move forward with the scheduled trainings, except we are waiting to decide on the spring DECA training	
WA State Budget Freeze	<p>The July state budget forecast predicted less revenue than originally anticipated. The Governor took preventative actions that include spending adjustments for state agencies:</p> <ul style="list-style-type: none"> <li>• Hiring freeze. ECEAP is fully staffed.</li> <li>• No out-of-state travel for state employees. Contractors can spend as appropriate.</li> <li>• Travel only in-state as needed to support new ECEAP contractors &amp; the overall quality of ECEAP. Site visits by phone as needed; meet w/contractors while hosting trainings.</li> <li>• Personal Service Contracts must be essential &amp; approved by OFM in advance.</li> <li>• The WA Head Start Bill study is on hold, awaiting clarification. See September ECEAP Reminders and Links for more details.</li> </ul>	
DEL Logo	<p>The FY09 Contract states that contractors must attach the DEL logo to materials that go to the public – such as marketing materials and contractor websites. For contractors who are United Way agencies, the guidelines are similar.</p> <p>The logo cannot be downloaded from the DEL website. Use the logo emailed to directors on August 1<sup>st</sup>.</p> <p>Contractors may use up current materials before re-printing to add the logo.</p>	Contractors – see the August 1, 2008 email from Joyce, with logo attached, or email to request it.
Steering Committee composition	Because DEL is adding 7 new ECEAP contractors this year, we must re-design the Steering Committee. We want to know the optimum size of the committee and branches, and the best way to group directors to ensure all interests are voiced.	Steering Committee members: Please survey your branch, using the questions emailed August 25, and report the responses to DEL by September 15.